

University Affairs, the Director of Sexual Assault and Relationship Violence Activists (SARVA), and appointed liaisons from each commission under the ASUW Joint Commission Committee (JCC).

- b. The Sexual Assault Prevention and Resource Review Board will specifically assess ~~the look at reforming the~~ Faculty Appeals Board regarding process transparency, training for FAB members, and oversight of the FAB process goals and actual results; and
- c. Based on that assessment, the UW leadership shall commit to a flexible plan of action to reform the faculty appeals board, increase transparency of resources for survivors, increase training requirements for faculty staff and students, and enhance partnerships with transparent action steps, reporting cycle and accountability structure that is at least competitive with peer institutions; and
- d. The above plan of action shall draw on all best practices and expert resources at the UW; and;
- e. In order to complete this assessment and action plan using best practices, UW leadership will work in collaboration with the Sexual Assault Prevention and Resource Review Board that includes faculty, staff and student representation that has well-articulated duties, scope of power, and reporting structure to be engaged at each stage of assessment, planning, implementation and evaluation.

References:

- [1] <http://www.cdc.gov/ViolencePrevention/pdf/SV-DataSheet-a.pdf>
- [2] <http://www.nsopw.gov/en/Education/FactsStatistics?AspxAutoDetectCookieSupport>
- [3] <http://www.cdc.gov/ViolencePrevention/pdf/SV-DataSheet-a.pdf>
- [4] <http://www.washington.edu/sexualassault/support/>
- [5] <http://clerycenter.org/summary-jeanne-clery-act>
- [6] <http://www.bergen.edu/Portals/0/Docs/Student%20Life/Updated%20Code%20of%20>
- [7] <http://sussex.edu/student-services/sexual-assault-policy-and-resources/>
- [8] <http://cms.bsu.edu/about/administrative-offices/student-rights/sex-assault-ass>
- [9] <http://app.leg.wa.gov/WAC/default.aspx?cite=478-120-100>

FCMA / FCWA Draft: Resolution Concerning Faculty and Staff Training on the Dynamics of Sexual Assault and Relationship Violence Among Students and How to Support and Refer Students Who Disclose

WHEREAS, personal safety on the University of Washington campus is of paramount importance to students, their parents and the faculty and staff; and

WHEREAS, sexual assault is a continuing and serious problem on university campuses, including the University of Washington where according to 2011 and 2014 Health and Wellness surveys [citation?], an estimated 20% of the University of Washington's approximately 40,000 students will experience some form of sexual assault during their time as students at UW (\pm 2,000 students); and

WHEREAS, according to the CDC [1] the immediate psychological consequences of sexual assault such as, shock, denial, fear, confusion, withdrawal, shame, distrust, and symptoms of PTSD are profound and can impact the victim's reasoning when seeking care; and

WHEREAS, faculty, teaching assistants, and academic advisors may be seen by students as a University authority figure or furthermore as a "responsible employee" under Title IX [2] and therefore an appropriate person to whom they should disclose their assault; and

WHEREAS, few faculty, teaching assistants or academic advisors fully understand their role as "responsible employees" under Title IX and/or are trained in the steps or systems to appropriately support and refer a victim of sexual assault;

BE IT RESOLVED THAT,

1. By the end of xxx quarter, UW leadership shall require mandatory education and training for all faculty and staff in the awareness and prevention of sexual assault and relationship violence among students and how to support and refer students who disclose; including a provision for continuing education/renewal of training; and
2. Select or recruit volunteers from every college/school/department to be trained as student advocates to facilitate initial evaluation and treatment for victims of sexual assault, as well as to help guide the victims through their options for campus or police reporting. These individuals shall also serve as the point person through the entire progression of initial assessment through completion of the disciplinary process; and
3. ~~Work to enhance partnerships of faculty, staff, students and structured support resources on campus to better support survivors, and work to create a survivor-centered culture of sexual assault prevention and restorative justice; and~~
4. Increase faculty involvement in the prevention of sexual violence through education by including: syllabus statements, references to UW support resources, seminars, and bystander intervention included in the curriculum; and

5. Work to enhance partnerships of faculty, staff, students and structured support resources on campus to better support survivors, and work to create a survivor-centered culture of sexual assault prevention and restorative justice.
6. Select or recruit volunteers from every college/school/department to be trained as student advocates to facilitate initial evaluation and treatment for victims of sexual assault, as well as to help guide the victims through their options for campus or police reporting. These individuals shall also serve as the point person through the entire progression of initial assessment through completion of the disciplinary process.

[1] <http://www.cdc.gov/ViolencePrevention/pdf/SV-DataSheet-a.pdf>

[2] <http://clerycenter.org/summary-jeanne-clery-act>

“A person’s name is to that person, the sweetest, most important sound in any language”

– Dale Carnegie

Preferred Names Project Implementation Plan

What is being proposed?

After five years of substantial research on the Preferred Name project by the University of Washington Information Technology team and by reviewing the insights from AAU registrars who have implemented offering students the option to use a preferred name in a wide variety of applications, UW-IT and the Office of the University Registrar are now ready to proceed with a phased in implementation plan.

This plan addresses the use of legal and preferred names for students and does not cover individuals who are solely employees. Human Resources would be responsible for the management of legal and preferred names for employees.

Why allow students to use preferred names?

Allowing students an option to have their preferred names displayed in select applications provides a respectful learning environment and supports the University’s Diversity Commitment:

At the University of Washington, diversity is integral to excellence. We value and honor diverse experiences and perspectives, strive to create welcoming and respectful learning environments, and promote access, opportunity and justice for all.

Students have many reasons for asking to have their preferred names, over their legal names, displayed on non-legal documents:

- Pending legal divorce proceedings and wanting to change their name
- Students who use a nickname or middle instead of their legal first name
- Transgender name preference
- International students desiring “Western” names
- Protection/safety from other students knowing one’s identity

We would also be joining an impressive list of 151 colleges and universities, including Stanford, UCLA, Berkeley, Michigan, Chicago, and New York University, across the nation that have preceded the University of Washington with their student preferred names implementation. See the full list at: <https://www.campuspride.org/tpc/records/> Note: The University of Washington is included because we allow preferred names on our student directories, but we have not taken this to applications beyond this.

Can't UW students already provide a preferred name?

Yes, members of the University community who wish to use a different name in place of a legal name UW may identify a preferred name at Identity.UW. When setting a preferred name, a person gives permission for that name to be used in any UW system. Currently, only the UW directory is displaying these preferred names.

The data collected consists of preferred first name, middle name and last name. There is a limit of 64 characters for each name and an overall limit of 80 characters for all three names.

References:

UW Directory: <http://www.washington.edu/home/peopledir/>

Identity.UW: <https://identity.uw.edu/>

Set Your Preferred Name: <https://identity.uw.edu/id/>

What is being proposed in terms of documents/forms needing a legal name vs. those allowing a preferred name instead?

There are a number of proposed guidelines related to the use of preferred names for students:

- Legal name changes are made by providing government issued documents only
- Preferred and legal name changes are initiated by the students only
- Preferred names may include student selected first, middle, last, or complete names only
- Students would have to submit a preferred name before the 10th day of each quarter to have the preferred name displayed on class lists, photo class lists, and Canvas

Legal Name vs. Preferred Name Use

We suggest that the following documents and sources continue to use a student's legal name only. Students provide their names at the point of admission. The Office of the University Registrar processes

formal legal name changes which occur when formal government issued document such as a driver’s license, passport, marriage or divorce certificate are presented along with a name change request form.

Legal Name Documents/Sources

Official UW transcript
Unofficial transcripts
Student accounts
Financial aid
Any certification or verification
Institutional Reporting
Student employment, Human Resources records
Student employment, Payroll records
Immigration/SEVIS documents
Diploma

We suggest that we begin work to provide students with the option of displaying a preferred name, instead of a legal name on the following documents/sources. The implementation could take place in the stated priority order. If provided, the preferred name would appear on these documents/sources.

Preferred Name Documents/Sources (current systems where preferred or legal name identify a student)

Application/System		Priority
Class lists	Preferred Name	1
Photo Class lists	Preferred Name	2
Canvas	Preferred Name	3
Grade Book/GradePage	Preferred Name	4
MyPlan	Preferred Name	5
MyUW	Preferred Name	6

MyGrad	Preferred Name	7
UW Directory	Preferred Name	8
Electronic Academic Records System (EARS)	Preferred Name	9
Degree Audit Reporting System (DARS)	Preferred Name	10
Commencement book	Preferred Name	11
Thesis and dissertation publication	Preferred Name	12
Dean's list, letters, and certificates	Preferred Name	13
Advance system	Preferred Name	14
Student Web Services/Personal Web Services	Preferred and Legal Name	15

Preferred Name **and** Legal Name. Students could have option to post both preferred and legal (on back of card) or just preferred name on front of card.

Husky ID Card - Student	Preferred Name and Legal Name	16
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If faculty approval is secured, how will news of this reach the faculty and student community at UW-Seattle, UW-Bothell, and UW-Tacoma?

Communication/Stakeholders

AAU Universities who have preceded the University of Washington in providing students with the option of using their preferred names, instead of their legal names, in a variety of applications have all reported that this was well-received by students and their university communities. By moving ahead with this implementation plan we will be honoring the requests made by ASUW and individuals for a number of years.

The communication plan could include:

- Executive leadership at all three campuses will communicate to faculty and staff supporting the project launch. Potential to incorporate launch of class lists displaying preferred names, beginning Autumn quarter 2016, as part of executive leadership's continuing support of Race and Equity Initiative.
- Office of the University Registrar email to all currently enrolled students outlining plans to begin implementation Autumn 2016 with class lists. Instructions on process provided. UWB and UWT registrars to communicate to their respective faculty.
- Office of the University Registrar email to all faculty outlining plans to begin implementation Autumn 2016 with class lists. Instructions on process provided. UWB and UWT registrars to communicate to their respective faculty.
- Office of the University Registrar email notification specifically to ASUW, the Office of Student Life, and the Q Center
- Office of the University Registrar email to all UW-IT implementation and department stakeholders
- University Registrar interviews with The Daily
- Office of the University Registrar introduction of a new Preferred Names FAQ website

What faculty approved policies and procedures need to be approved and amended?

Policy/Procedural Requirements

The following policies and procedures would need to be updated to reflect the implementation of preferred names. The University Registrar, in consultation with Rebecca Deardorff, President's Office, has identified the following three references to update:

1. [FCAS approval of an addition to the Student Governance and Policies, Scholastic Regulations, Chapter 102](#)

Proposed insertion for FCAS:

Statement at the top of the chapter to read.

The University of Washington provides students with the opportunity to have a preferred name displayed on non-legal documents and applications, such as class lists and advising tools.

2. Development of new Preferred Names website – Office of the University Registrar
3. Data Management Committee (DMC) Policies, Standards, Procedures, and Guidelines: <http://www.washington.edu/uwit/divisions/im/dmc/dmc-policies/>

Preferred Names Guideline 1029

<https://wiki.cac.washington.edu/display/infra/Preferred+Name+Guide>

Purpose

This guideline defines data management practices for the administration and appropriate use of preferred names.

Overview

Many members of the University community use a name other than their legal name to identify themselves. It is the name they go by and the one by which they prefer to be recognized and addressed. In order to serve a diverse community and foster a welcoming and supportive environment, the University should acknowledge the importance of choice of a preferred name. To do so requires data management practices that collect an individual's preferred name separate from the individual's legal name, so that each can be used where it is most appropriate. In general, legal names should be used in contexts where the UW has a legal obligation or other requirements to identify a person by means of a legal name. In contrast, preferred names should be used where there is no obligation to use a legal name. By differentiating between preferred and legal names, the University can enable use of names based on business need, individual preference, and align the governance of name data with the values, principles, and goals of the UW.

Definition

A preferred name is a name some people use to identify themselves in the University community instead of using their legal name.

A preferred name tells others how a person prefers to be recognized and addressed.

A preferred name is collected, managed, shared, and used for purposes where the University has no compliance or other regulatory requirements to use a legal name.

Guidelines

The University allows all registered members of its community to manage a preferred name. For individuals whose privacy preferences require greater confidentiality, the management of preferred names should be aligned with the management of privacy preferences to improve usability and transparency on how preferred names and other personal information will be combined, shared, and used.

The University may constrain the collection of preferred names to a set of distinct name data components including, but not limited to, first name, middle name, and last name. The University will

periodically evaluate additional and/or alternate name data components in order to enable more choices of preferred names.

The University may constrain preferred names to a subset of possible characters in order to control costs and complexity and to enable the use of preferred names in as many contexts as possible. The University will periodically evaluate the pros and cons of modifying the allowed character set to enable more choices of preferred names.

The University shall endeavor to use a preferred name for purposes where there is no obligation to use a legal name. The University may continue to use a legal name in some contexts where use of a preferred name is not feasible due to cost or other reasonable justification.

The University shall endeavor to use and display preferred names in the format provided, preserving individual preferences for uppercase, lowercase, and other formatting.

The University administers preferred names in ways that support individual preference while maintaining standards of conduct that safeguard business functions and protect the rights and freedoms of all members of its community. System operators and others using preferred names should report cases of possible misuse (e.g. offensive language, misrepresentation, passing off, avoidance of legal obligation) to help@uw.edu.

Ideally students at the University of Washington should be able to have their preferred names displayed when a business reason does require the displayed name be one's legal name. This provides a respectful environment for students and allows them to be called by the name that honors their personal preference.

If the plan is to roll out allowing preferred names on class lists and class photo rosters, what steps would occur to put this into practice?

Steps for Implementation for Class Lists Preferred Name Display – Autumn 2016 or Winter 2017

1. Approval and support from Provost Baldasty
2. Approval from Faculty Senate and FCAS for updated Scholastic Regulations
3. Coordination with UW-IT on implementation to provision preferred names on class lists
4. Notification out to all communication stakeholders
5. Policy statement on Preferred Names use for students posted on Office of the University Registrar Preferred Names FAQs page
6. Instructions for students and staff on how to arrange for preferred names to be presented on class lists posted on Preferred Names FAQs page.

Appendix A

Models for Preferred Name FAQs:

Harvard University

<http://www.registrar.fas.harvard.edu/name-changes-preferred-names-pronouns-gender-marker> [gender-](#)

University of Michigan

<http://www.itcs.umich.edu/itcsdocs/r1461/#faq>

University of Oregon

<https://registrar.uoregon.edu/current-students/name-address-and-ethnicity-changes>

McGill

<https://www.mcgill.ca/students/records/address/preferred/faq>

Ohio University

<https://www.ohio.edu/registrar/preferred-names-faqs.cfm>

Appendix B

Examples of Preferred Name Policies:

University of Michigan - <http://www.itcs.umich.edu/itcsdocs/r1461/#thepolicy>

The university recognizes that as a community many of its members use names other than their legal names to identify themselves. As long as the use of this different name is not for the purposes of misrepresentation, the university acknowledges that a "preferred name" can and should be used wherever possible in the course of university business and education.

Therefore, it is the policy of the university that any student, active or retired faculty or staff member, or alumni may choose to identify themselves within the university's information systems with a preferred name in addition to the person's legal name. It is further understood that the person's preferred name shall be used in all university communications and reporting except where the use of the legal name is required by university business or legal need.

The individual is free to determine the preferred name he or she wants to be known by in the university's information systems. However, inappropriate use of the preferred name policy (including but not limited to avoiding a legal obligation or misrepresentation) may be cause for denying the request.

University of Oregon - <http://policies.uoregon.edu/node/216>

The university recognizes that many persons use first names other than their legal names to identify themselves. As long as the use of this preferred first name is not for an improper purpose, is not restricted by state or federal law and does not have an impact on the ability of the university to comply with state or federal law, the university will use "preferred first name" when possible in the course of university activities.

Therefore, it is the policy of the university that any current or former student or employee may choose a preferred first name in addition to that person's legal name listed within the university's information systems. The person's preferred first name shall be used in university communications and reporting except where the use of the legal name is required for university purposes. (Please refer to FAQ for further details)

The university reserves the right to remove a preferred name if it is used improperly, including but not limited to avoiding legal obligations or misrepresentation.